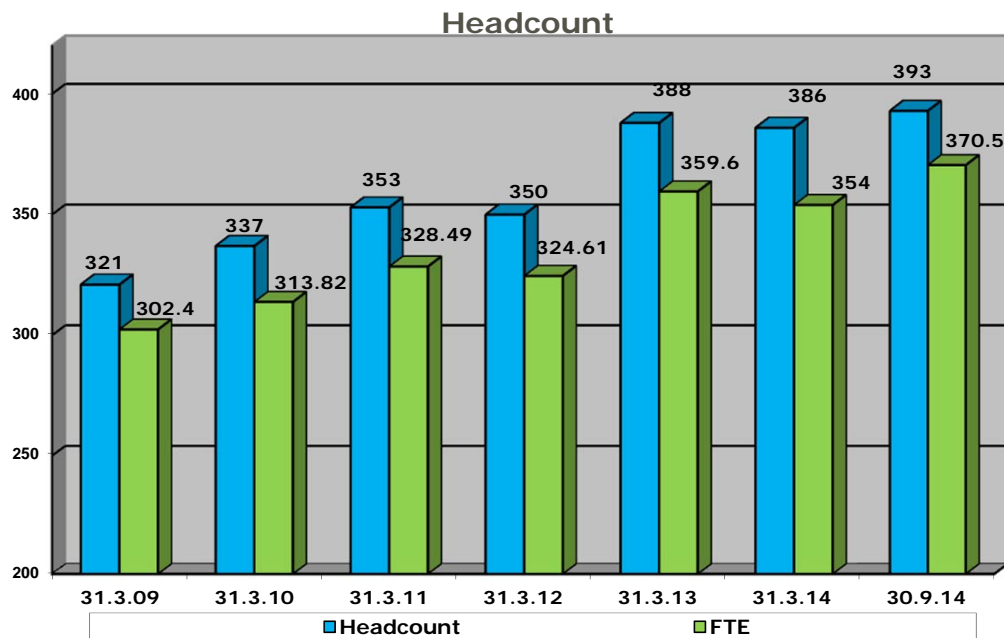


Organisational Development – October 2014 Dashboard

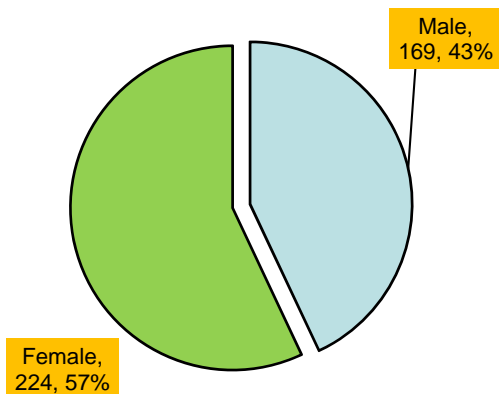


The ICO also had 17 agency staff and five secondees on 30 September.

Grade Distribution over recent years

Job Level	2010	2011	2012	2013	2014
A	3.9%	2.8%	2.9%	3%	2.8%
B	11.6%	11%	8%	7%	5.6%
C	32.1%	28.3%	27.7%	30%	31.5%
D	20.8%	21.5%	23.7%	24%	22.1%
E	19.9%	22.1%	23.1%	22%	23.2%
F	8%	9.6%	9.7%	10%	10.7%
G	3%	3.1%	3.7%	3%	3%
H	1.5%	1.4%	1.1%	1%	0.8%

Staff Gender Analysis



Staff Gender Analysis by grade

	Female (% of grade)	Male (% of grade)
Level A	36.4%	63.6%
Level B	72.7%	27.3%
Level C	59.7%	40.3%
Level D	58.6%	41.4%
Level E	52.7%	47.3%
Level F	60%	40%
Level G	25%	75%
Level H	0%	100%

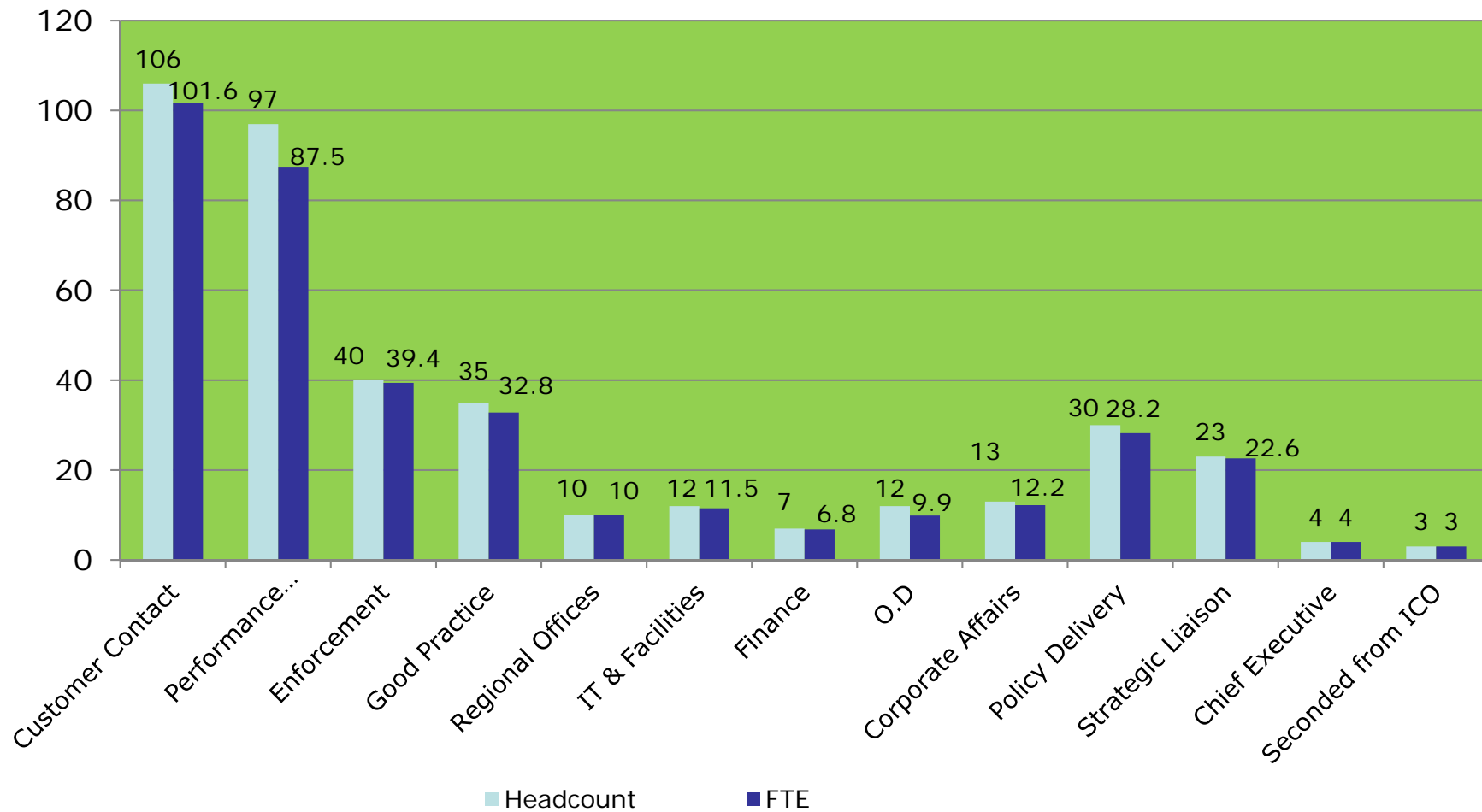
Staff disability analysis

	% of staff
Disabled	4.6%
Not disabled	95.4%

Staff ethnicity analysis

	% of staff
Asian and Asian British	2.5%
Black and Black British	1.0%
Chinese	0.25%
Mixed ethnicity	1.30%
Other ethnicity	0.25%
White	94.7%

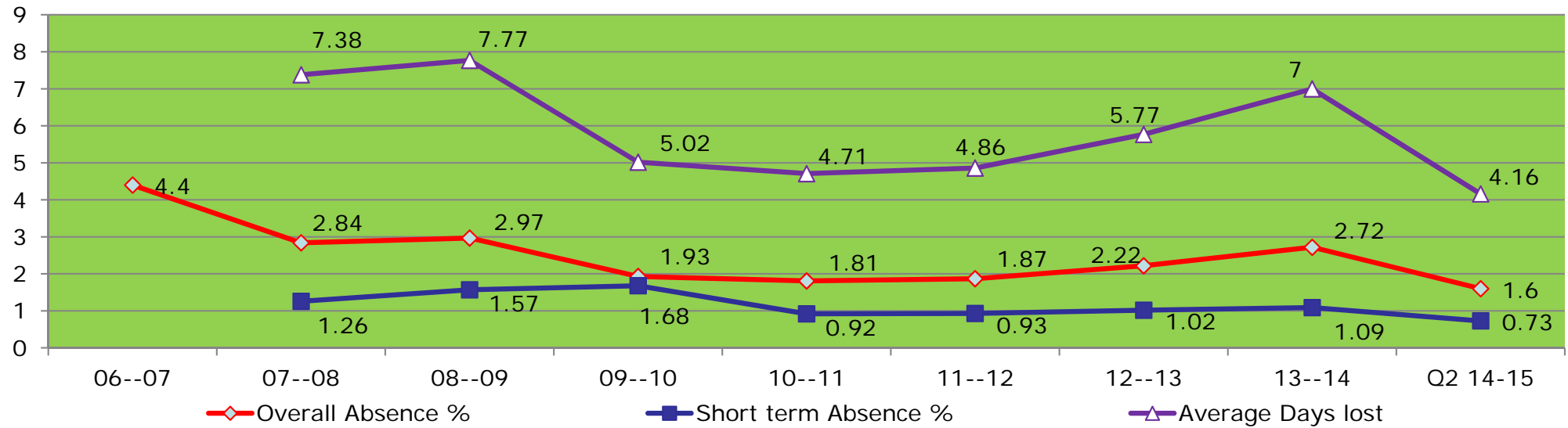
Staff distribution by department



Departmental turnover since April 2013

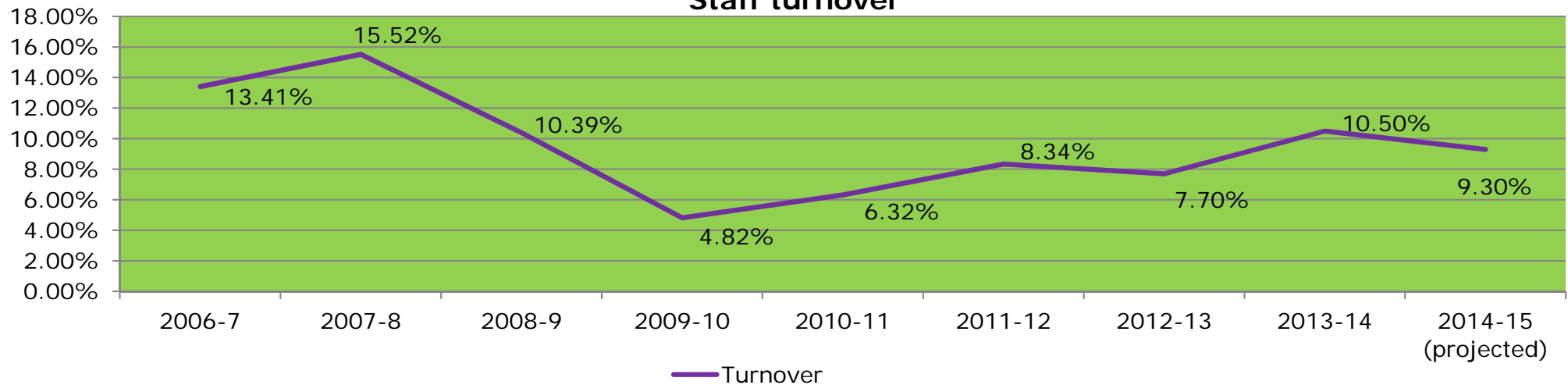
Department	Current headcount	Staff leaving the ICO April 2013 to March 2014	Staff moving to another ICO department April 2013 – March 2014	Staff leaving the ICO April 2014 to Oct 2014	Staff moving to another department April 2013 to Sept 2014	% turnover from the department leaving the ICO in last 19 months	% turnover from the department including moves within the ICO in last 19 months	Annualised turnover
Customer Contact	106	7	7	3	2	9.4%	17.9%	11.3%
Performance Improvement	97	10	2	8	2	18.6%	22.7%	14.3%
Enforcement	40	6	2	1	0	17.5%	22.5%	14.2%
Good Practice	35	6	1	3	1	25.7%	31.4%	19.8%
Regional Offices	10	0	0	0	0	0%	0%	0%
IT & Facilities	12	3	0	0	0	25%	25%	15.8%
Organisational Development	12	1	0	0	1	8.3%	16.6%	10.5%
Finance	7	1	0	0	0	14.3%	14.3%	9%
Policy Delivery	30	2	1	0	1	6.7%	13.3%	8.4%
Strategic Liaison	23	2	1	3	0	21.7%	26.1%	16.5%
Corporate Affairs	13	4	0	1	0	38.5%	38.5%	24.3%

Sickness absence



Short term absences exclude absences of over 3 weeks duration. 73% of staff have not had any sickness absence to date in 2014/15

Staff turnover



There were 11 leavers in Q2. Reasons for leaving included: retirement x 2; relocation; and career progression x 8.

Organisational Development : Summary Q2

	Management support	Learning and Development	HR processes	Health and Safety (with Facilities)
Supporting the business	<p>Business planning process underway with focus on feeding support and analytics into the business.</p> <p>Annual report to the Northern Ireland Equality Commission completed and submitted.</p> <p>Involvement in review of key terms and conditions and working practices. Discussions with Trade Unions have taken place.</p> <p>Development of policy relating to Secondments and Job Placements as part of career development and ICO response to Better Regulation.</p>	<p>Facilitated the introduction of the new PDR system including roll out of HR self service to record development reviews.</p> <p>Delivery of Mental Health, Autism and Asperger's training to 47 staff to improve understanding and services provided to customers.</p> <p>Enhanced communication skills delivered for senior managers which has assisted preparation for high profile presentations.</p> <p>Working on project to identify and address skills and knowledge gaps arising from anticipated turnover of senior staff.</p> <p>Reviewing qualification requirements in Good Practice and addressing training needs.</p>	<p>10 temporary Criminal Investigation Officers appointed to support Enforcement work.</p> <p>Recruitment exercises for Case Officers, Senior and Lead Policy Officers, Non-executive, Communication Officer, Support Officer (NI).</p> <p>Improvements in Cash Health Plan secured and publicised.</p> <p>One significant disciplinary case under investigation.</p> <p>Review of HR tasks with view to further streamlining processes.</p> <p>Review of Probationary Period policy agreed with Leadership Group.</p>	<p>No RIDDOR reportable accidents this quarter (none so far in 14/15)</p> <p>Fire warden refresher training completed.</p> <p>Liaison with MOJ regarding H&S actions, strategy and reporting.</p>
Delivering services	<p>Discussions with MOJ and Treasury regarding this year's pay remit submission have taken place. Further follow up work taking place.</p> <p>Attendance at MOJ ALB HR forum to help shape the support given by MOJ to organisations like the ICO.</p> <p>Contract management meetings with payroll to develop services and ensure necessary systems in place for the new pension scheme.</p>	<p>ICO has signed up to the Civil Service Learning Wider Public Sector procurement framework for learning opportunities.</p> <p>Delivery of core information rights training and corporate induction programmes for new starters.</p>	<p>Supported managers and staff to facilitate reasonable adjustments to work environment following Occupational Health assessments.</p> <p>Data gathering for new civil service pension scheme underway.</p> <p>Information regarding pension scheme publicised via ICON.</p> <p>HR team members attended a briefing to understand the new pension scheme and to start developing processes involved.</p>	<p>First aid processes up dated to allow staff to find first aiders more easily.</p>

